

UNDERHILL PLANNING COMMISSION

Thursday, May 24, 2018 @ 6:00 PM

Minutes

Attendance

Planning Commissioners:

Commissioner Carolyn Gregson, Chair
Commissioner Johnathan Drew, Vice Chair
Commissioner Nancy Bergersen
Commissioner Patrick Lamphere
Commissioner Cynthia Seybolt
Commissioner Lea Van Winkle

Staff/Municipal Representatives:

Andrew Strniste, Planning Director

Others Present:

None

[5:55] The Planning Commission convened at Underhill Town Hall at 5:55 pm.

[5:59] Chair C. Gregson called the meeting to order.

[6:00] Chair C. Gregson asked for public comment. No members of the public were present to make public comment.

[6:01] Chair C. Gregson advised that the commission did not have a quorum for the last meeting, and therefore, no official meeting was held.

AGENDA ITEM: ACTION ITEMS UPDATES

[6:01] Staff Member Strniste provided a status update on the action items that have been completed, yet to be completed, or pending. He advised the Energy Plan Task Force has yet to schedule a meeting time. Commissioner Seybolt recommended prioritizing action items for summer meetings. A discussion ensued about the use chart in the Land Use & Development Regulations.

[6:12] Chair C. Gregson informed the Commission that they should figure out an agenda for the upcoming future.

AGENDA ITEM: NEW BUSINESS – PPLANNING COMMISSION REPORT – ROAD ORDINANCE RECONCILIATION

[6:14] Staff Member Strniste advised the Commission that the public hearings for both them and the Selectboard had to be completed before July 25, 2018. Commissioner Van Winkle advised that the access permitting process was cumbersome. Staff Member Strniste advised that the proposed changes would hopefully make that process more user-friendly. The Commission discussed the notice requirement draft by Staff Member Strniste. Staff Member Strniste provided an overview of the amendment to the land use regulations process. The Commission reviewed the Planning Commission Report, which summarizes the proposed edits, and made additional proposed edits. Staff Member Strniste provided the following timeline going forward:

- May 30, 2018 – Warn the Planning Commission hearings in the *Burlington Free Press*
- June 19, 2018 – First Planning Commission public hearing pertaining to the proposed amendments

- June 21, 2018 – Second Planning Commission public hearing pertaining to the proposed amendments
- June 27, 2018 – Warn the Selectboard hearing in the *Burlington Free Press*
- July 21, 2018 – Selectboard hearing pertaining to the proposed amendments.
- July 27, 2018 – Deadline to have the proposed amendments approved by both the Planning Commission and Selectboard

Staff Member Strniste advised that he would finalize the schedule soon thereafter. A discussion ensued about the presentation. Commissioner Seybolt asked Staff Member Strniste to find out how much a separate paper ballot would cost if required.

[7:03] Chair C. Gregson asked for a motion to approve the Planning Commission Report. Commissioner Seybolt made a **motion to approve the Planning Commission Report as prepared by Staff and edited by the Commission at the evening's meeting**. Commission Bergersen seconded the motion, which was **approved unanimously**.

AGENDA ITEM: NEW BUSINESS – DISCUSSION ABOUT 2018 CIP

[7:04] Commissioner Drew advised that he was waiting from the Highway Infrastructure Committee in regards to the Capital Improvement Program. He then provided an overview of the program. Commissioner Drew then advised that he had solicited other committees for possible projects. Staff Member Strniste recommended circling back to the Recreation Committee since more members were recently appointed to the Committee, and therefore, are a functioning board again.

[7:08] Commissioner Van Winkle inquired about the recommended policies that the Gravel Pit Committee implemented several years ago. Commissioner Drew advised that the CIP has no authority to enforce anything, and is not a tool for accountability. Staff Member Strniste advised that other projects to include in the CIP are limited.

[7:15] Commissioner Lamphere advised that he never worked on a CIP with a narrative, and opined that a narrative may burden the Selectboard.

[7:18] Chair C. Gregson advised that the June 14 hearing would include preparing for the June 19 and June 21 hearings. A quorum will be present at the next meeting, June 14, 2018.

AGENDA ITEM: DISCUSSION ABOUT 2020 TOWN PLAN

[7:20] Commissioner Lamphere asked how complete of a rewrite the Town Plan will be; Staff Member Strniste advised that will be a complete overhaul, and confirmed that it should have measureable goals. A discussion ensued about CCRPC input. Forums and surveys. Commissioner Seybolt advised that the Commission should take CCRPC's input with a grain of a salt, as their outlook is not the same as the Town's. Staff Member Strniste informed the Board that the memorandum they provided advised how Town's plan needed to be revised to conform with Vermont statutory law. A discussion then ensued about public forums and public feedback and how to engage the public.

[7:27] Commissioner Seybolt made a motion to adjourn. The motion was seconded by Commissioner Bergersen and was approved unanimously.

Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the May 31, 2018 meeting were accepted this ^{14th @}~~14~~ day of June, 2018.


Carolyn Gregson, Planning Commission Chair

New Action Items

- ☐ Staff Member Strniste: Send Jacobs Memorandum.
- ☐ Staff Member Strniste: Finalize Planning Commission Report.
- ☐ Staff Member Strniste: Finalize Proposed Amendment Materials (Notice, etc.).
- ☐ Commission: Review Planning Commission Report.
- ☐ Commissioner Drew: Contact Recreation Committee Regard CIP after their first meeting since becoming functional

Old, Incomplete Action Items

- ☐ Staff Member Strniste: Provide materials pertaining to the zoning pamphlet in the coming weeks.
- ☐ Commission: Reexamine the Regulation's use chart.
- ☐ Commission: Review Energy portion of the Town Plan and energy implementation portion of the Town plan.
- ☐ Commission: Review memorandum from Transportation Board
- ☐ Commission: Begin thinking about Town Plan Update strategies
- ☐ Energy Plan Task Force Representatives: Schedule initial meeting date

Completed Action Items

- ☒ Staff Member Strniste: Update and distribute the Rules of Procedure
- ☒ Commissioners Lamphere and Drew: Schedule a meeting with RaMona Sheppard to discussion CIP.
- ☒ Commission: Review Road Ordinance reconciliation materials
- ☒ Commissioner Seybolt: Draft a letter to send to Phil Jacobs Regarding the 16 Harvest Run Field
- ☒ Commissioner Seybolt: Review Jacobs Memorandum
- ☒ Staff Member Strniste: Draft Planning Commission report regarding Road Ordinance reconciliation materials